

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0382***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: RECREATION SPECIALIST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, organize and conduct recreational programming at a city recreation center including, but not limited to, team sports, aquatics, youth camps, fitness classes, arts and crafts, and recreational programs and clubs.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Plans and conducts classes, clinics, programs and camps.

Monitors athletic games, league events, tournaments, classes, camps and programs to ensure proper conduct and to ensure that policies and procedures are followed.

Assists in developing and designing program schedules and instructional materials.

Organizes registration sign-ups, banquets and other special events.

May assist in recruiting and training instructors, referees, coaches and volunteers for programs.

Monitors the use, care and condition of recreation center, grounds, ball fields, pools, vehicles, and equipment to ensure a safe, healthy environment for recreational programming, sports and fitness.

Conducts program registration; accepts applications and registration forms; reviews and verifies participant information; develops registration and roster sheets; accepts payment for registration fees; maintains registration records; balances cash receipts.

Writes correspondence, memos and press releases; drafts reports; designs flyers; develops brochures; uses word processing and desktop publishing applications software.

Establishes and updates program files, registration data, program activity information in computer database and spreadsheet files.

Interacts with outside agencies, schools, community groups, clients, program participants, instructors and staff, and others in promoting and organizing recreational programs and activities.

Conducts fitness and eligibility assessments; promotes principles of health and fitness with class and program participants.

Reviews registration materials for completeness; screens applicants for health risk factors.

Assists in ordering supplies, equipment and materials for classes and activities; monitors inventories and stocks supplies as needed.

Prepares recreation activity reports, documents instructor and referee attendance, completes accident reports, supply lists, and other records.

Reviews and files registration forms, roster sheets, birth certificates, parental permission slips, leave forms and other documents.

Refers to city policies and procedures, recreational handbooks and manuals, program and eligibility guidelines, administrative records, registration materials, attendance rosters, budgets and other documents in performing assigned duties.

### **ADDITIONAL FUNCTIONS**

May perform first aid and CPR as necessary.

May officiate at sporting events and games.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in recreation, health, physical education, or related field; supplemented by 5 to 11 months previous experience and/or training involving recreational, sports and arts programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Certification in first aid and CPR is required. Certification as a coach or instructor in designated sports association may be required.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.